

**Raquel P. Lopez**  
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## **Education**

Indiana University, Indianapolis, IN, **Master of Library Science**, December 2010

Indiana University, Gary, IN, **B.A. Sociology and Spanish**, May 1999

## **Awards**

*Indiana's Librarians Leading in Diversity Fellowship*, 2009 - 2010

## **Presentations**

Presented at Spring 2009 Indiana Online Users' Group Spring Program: "Next Generation Catalogs: New Worlds to Explore": SOPAC system at Indiana Wesleyan University, Indianapolis, IN

## **Memberships**

Local: Indiana Library Federation, Indiana Online Users Group (IOLUG), Association of Library and Information Science Students

National: American Library Association

## **Professional Service**

Member, Diversity Library committee for Indiana University Northwest, 2010 – present

Member, Campus Council on Diversity, 2010 – 2012

Member, Information Commons Advisory committee at Indiana University Northwest, 2009 – Present

Member, Indiana University Northwest Library Marketing committee, 2008 – present

Member, Reference Librarian search committee at Indiana University Northwest Library, 2007

Member, Director of Library Services search committee at Indiana University Northwest Library, 2004 - 2007

Member, Senior Library Assistant search committee at Indiana University Northwest, 2004

Member, Indiana University Northwest Library Renovation committee, 2003 - 2005

## **Other Skills and Experience**

Languages: Spanish (fluent)

Computer Experience: More than 10 years of computer experience, including Microsoft Office Suite: Word, Excel, Publisher, Outlook, and PowerPoint; Adobe Design Premium Creative Suite 4: Photoshop, Illustrator, Acrobat, Dreamweaver and Fireworks; FIS (Financial Reports Server), SIS, EPIC, Citrix Meta-frame XP

## **Continuing Education**

Conference attendance: Indiana Library Federation, District 1 conference (May 2010); ALA Annual meetings (June 2010)

## **Job History**

### **Secretary for the Director of Library Services**

INDIANA UNIVERSITY NORTHWEST LIBRARY ADMINISTRATION, Gary, Indiana

June 2004 – Present

- Maintain inventory of supplies for entire library with the creation of purchase orders of various supplies, subscriptions and supplies utilizing the EPIC Purchasing system
- Responsible for payroll, filing of forms for new employees to the Human Resources Department
- Remain informed of all university HR policies that are in effect in order to inform all library employees of changes and to update any employee information as needed
- Assist the Director with the creation of a monthly spreadsheet with the current status of library expense budgets.
- Type and file all correspondence for the Library Director
- Edit and maintain Library's website as advised by the Director and Systems Librarian
- Assist staff in the Circulation Department with electronic reserves and fill in whenever the department is shorthanded
- Assist at the Reference desk whenever the department is shorthanded or to help with computer related problems as needed

### **Senior Library Assistant**

INDIANA UNIVERSITY NORTHWEST LIBRARY CIRCULATION DEPARTMENT, Gary, Indiana

January 2001 – June 2004

- Create, maintain, and improve faculty web pages under the library's electronic reserve program (ERIS)
- Provide instruction to campus faculty about ERIS every semester in order to recruit faculty to use the program
- Direct the Reserve Department staff
- Create and maintain several manuals for the Circulation department and for Reserves

**Library Assistant**

INDIANA UNIVERSITY NORTHWEST LIBRARY CIRCULATION DEPARTMENT, Gary, Indiana,  
October 1997 – December 2000

- Maintain a consistent system of mailing out overdue periodicals' notices to Faculty members and students.
- Shelf print periodicals behind the periodicals department and on the shelves for patrons to access.
- Assist the circulation department in checking materials out to patrons as needed
- Assist in training newly hired part-time circulation staff.
- Scan and convert files and web page maintenance for the electronics reserves program

**Spanish Lab Monitor and Tutor**

INDIANA UNIVERSITY NORTHWEST COMPUTER SERVICES, Gary, Indiana,  
September 1998 – August 1999

- Provide computer and technical support for students that use the Spanish lab's computers.
- Tutor students in assignments for Spanish courses
- Create study guides for students that request extra assistance